

Environmental Services Director



Job Code: 3371
Grade: 132
Reports to: City Manager
Salary Range: \$59,583 - \$92,531
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs professional and administrative environmental engineering work of a difficult and highly responsible nature in connection with planning, coordinating, and managing activities of the Environmental Division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work that involves the application of technical environmental/civil engineering expertise to manage a variety of large and/or complex engineering projects and includes management skills to coordinate activities of development and implementation of environmental programs within the City. Work is performed under general direction with considerable latitude for independent judgment, discretion, and initiative in carrying out daily operations, and is reviewed based on conferences, reports, and observation and evaluation of results achieved.

ESSENTIAL FUNCTIONS

Overseeing, planning, coordinating, and managing activities of the Environmental Division; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Plans, coordinates, and manages the operations of the Environmental Division.
- Supervises and performs work in civil/environmental project design and management, environmental programs, and environmental permit development and acquisition.
- Provides oversight for compliance/enforcement of permits including NPDES, SWM, and DEP and have knowledge of handling and disposal of hazardous materials.
- Oversees the management of the City's environmentally sensitive lands.
- Prepares and maintains project budgets and schedules that are sufficient and accurate.
- Coordinates the design and development of specifications for construction of City facilities.
- Interprets contracts and specifications for City personnel and external contractors.
- Administers consultant agreements for engineering services provided to the City by consulting engineers and architects.
- Prepares reports and feasibility studies.
- Plans, prioritizes, and schedules work assignments of staff personnel.
- Provides technical guidance to staff.
- Responds to public inquiries and works with citizens on various environmental issues.
- Maintains necessary records and reports.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern civil engineering principles and practices with emphasis on their application to water resources, municipal street, potable water, sanitary sewer, reclaimed water design, and construction; considerable knowledge of federal, state, and local permitting requirements as related to engineering project development and environmental management; knowledge of drafting and civil engineering computer design operations, standards, and software; ability to effectively manage subordinate

personnel and to oversee contracted labor; ability to accurately prepare and administer budgets; ability to consistently analyze, interpret, and apply relevant information; ability to prepare and present reports and to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with contractors, engineers, architects, employees, officials, and the general public; ability to deal with public relations problems in an effective, courteous, and tactful manner.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Civil or Environmental Engineering, Environmental Science, Natural Resources Management, or a related field. Five (5) to seven (7) years experience in professional engineering work with supervisory experience preferred; or an equivalent combination of education, training, and/or experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.